

SHARES DEMATERIALIZATION AND UPDATE OF PAN AND BANK DETAILS

Mandatory dematerialization for transfer of securities

The amendment to Regulation 40 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 vide Gazette notification dated June 8, 2018 has mandated that transfer of securities would be carried out in dematerialized form only. With effect from 01st April, 2019, the shares which are lodged for transfer shall be in dematerialized form only (earlier the date was 05th December, 2018). The shareholders are requested to take note of the same. We suggest you to dematerialize your holdings to enjoy the benefits at fullest and to avoid the demerits of holding physical shares.

Process Of Shares-Dematerialization

- If you are still holding your Shares in physical Form, **get them dematerialised.**
- Getting your shares dematerialised is quick and easy!
 - You need to first **open a Demat A/c with any DP** (Depository Participant) of your choice. This is like a bank a/c - in bank you keep money and in a demat a/c you keep shares. The list of DPs is available on the websites of depositories: CDSL(Central Depository Services(India) Ltd and NSDL(National Securities Depository Ltd).
 - **Obtain your Demat A/c No.** from your DP. This is also called beneficial owner identification number (BO ID). All your purchases/ investments in shares will be credited to this account. If you sell your securities, your demat account will be debited.
 - **Obtain a Demat Request Form (DRF) from your DP** and surrender your physical share certificates to your DP along with this DRF.
 - Your DP will then forward your share certificates to the Company or its RTA (Registrar and Share Transfer Agent).
 - Your **DP will credit the holding of your shares into your demat account, electronically.** Dematerialization will normally take about 3 weeks.

If you are holding physical Share-certificates

Contact the Company's RTA/ Company

Ensure that your Name, Address and Contact details (Telephone No.) are correctly updated in the Company's records.

- Ensure that your Email address is registered with the Company to receive communication in electronic form.
- Ensure that your Bank Details are updated so your Dividend can be directly credited into your Bank A/c.
- Ensure that the Nominee details are updated.

If you are holding Shares in dematerialized form

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Contact your DP (Depository Participant) directly -Notify change in bank details / address / email Id directly with your respective DPs.

Update- PAN & Bank Details

SEBI vide its Circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018, has streamline and strengthened the procedures for transfer of securities and payment of dividend. In this regard, SEBI has instructed the Company/RTA to inform all the shareholders who are holding shares in Physical and whose PAN and bank details has not been updated in Company/RTA records.

Further, SEBI has mandated to credit dividend, if any, directly to the Bank account of shareholders through NEFT/RTGS. Hence, we request you to update your bank details by sending following documents to the below mentioned address-

1. Request letter (Format attached)
2. Self-attested copy of PAN
3. Self-attested copy latest address proof.

Original cancelled cheque leaf /attested bank passbook showing name of account holder

Registrar and Share Transfer Agent (RTA)

**XL Softech Systems Limited
(Unit- SAVEN TECHNOLOGIES LIMITED)
3, Sagar Society,
Road No.2, Banjara Hills,
Hyderabad - 500 034.
Phone: 040 23545913/14/15
Email: xlfield@gmail.com**

You are requested to send all the above mentioned documents to our RTA at the above mentioned address. **Please note that you need not send any communication to the Company address, related to this matter.**

To,
 XL Softech Systems Limited
 Plot No. 3, Sagar Society, Banjara Hills,
 Road No. 2, Hyderabad - 500 034
 Tel: +91-40- 23545913/ 14/ 15. Fax: +91-40- 23553214
 Email: xlfield@gmail.com

Updation of Shareholder Information

I / We request you to record the following information against my / our Folio No.:

General Information:

Folio No. / DP ID & Client ID:	
Name & Address of Shareholder:	
PAN: *	
CIN / Registration No.: *	
(applicable to Corporate Shareholders)	
Tel No. with STD Code:	
Mobile No.:	
Email Id:	

*Self attested copy of the document(s) enclosed

Bank Details:

IFSC:	
(11 digit)	
MICR:	
(9 digit)	
Bank A/c Type:	
Bank A/c No.: *	
Name of the Bank:	
Bank Branch Address:	

* A blank cancelled cheque is enclosed to enable verification of bank details

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed because of incomplete or incorrect information, I / we would not hold the Company / RTA responsible. I / We undertake to inform any subsequent changes in the above particulars as and when the changes take place. I / We understand that the above details shall be maintained till I / we hold the securities under the above mentioned Folio No. / beneficiary account.

Place:
Date:

Signature of Sole / First holder